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Message: RE: A2A

☑ RE: A2A

From Kraft, Emily Date Friday, March 3, 2017 7:42 AM

To 'Abigail Chisom'

Cc

Hi Abigail,

Invoices should be submitted as early as possible to the 1st of the month, and no later than the 15th.

Case file review reports are due Feb 15th, June 15th, and October 15th. I did not require one to be done for Feb 15th this time around since there would be nothing to report. Your first one will be due in June. These should be sent to me.

QER reports should be sent to me with Joy copied. These are due at the end of each quarter. The next quarter ends on March 31st, so you will want to submit it as close to April 1st as possible. Your April invoice is adjusted based on the QER, so you won't be able to submit your April invoice without having your QER done first.

You also need to have your monthly client forms (in the new A2A database) done for each client by the 15th.

I am not sure what you are referring to as the "Contractor Effectiveness Report."

If you have any additional questions, please let me know.

Thanks,

Emily Kraft

Alternatives to Abortion Program Manager Truman Building, Room 430 Jefferson City, MO 65102 Phone: (573) 522-0003

From: Abigail Chisom [mailto:abigail@psclebanon.org]

Sent: Thursday, March 02, 2017 4:29 PM

To: Kraft, Emily **Subject:** A2A

Hi, Emily. I just want to make sure that I am on track. By the 15th of the month I will send you the March invoice and my Contractor Effectiveness Report. No other reports are due until June 15 and the QER will go to Joy and the Case File Review will go to

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you. Am I correct? Thanks,

Abigail Chisom Assistant Director Laclede County Pregnancy Support Center 417-532-8555

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